

  
THE SEVENTH JUDICIAL CIRCUIT OF MICHIGAN

Honorable Duncan M. Beagle  
Honorable F. Kay Behm  
Honorable Celeste D. Bell  
Honorable Joseph J. Farah  
Honorable John A. Gadola

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502  
810-424-4355

DUNCAN M. BEAGLE - CHIEF JUDGE  
BARBARA A. MENEAR - COURT ADMINISTRATOR

Honorable Elizabeth A. Kelly  
Honorable Mark W. Latchana  
Honorable David J. Newblatt  
Honorable Brian S. Pickell  
Honorable Michael J. Theile

*The Genesee County Circuit Court is recruiting for the position of:*

**Judicial Advisory Assistant**  
*Civil/Criminal Division*

	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR
Hourly	\$21.4666	\$22.7293
Annual	\$44,651	\$47,277

Position available after June 5, 2020.

All interested applicants must complete and submit the following required information:

**REQUIRED INFORMATION:**

Letter of interest, resume, copy of law school transcripts and writing samples

**GENERAL STATEMENT OF DUTIES:**

Conducts legal research and handles jurors in and out of the courtroom; has day-to-day responsibility for the operation of a digital recording system in the courtroom. Coordinates daily archival and backup procedures with the Court Technology Coordinator. Performs work under the supervision of the circuit judge

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited law school. Applicants who have taken the bar exam and passed or are awaiting their bar exam results are encouraged to apply.

**DEADLINE TO APPLY:**

**JUNE 5, 2020 at 5:00 PM**

**SEND TO:**

**HONORABLE DAVID NEWBLATT**

[Tvansarsdale@co.genesee.mi.us](mailto:Tvansarsdale@co.genesee.mi.us)

900 S. SAGINAW ST. ROOM 300

FLINT, MI 48502

**EEO/AA EMPLOYER**

**GENESEE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE,  
RELIGION, COLOR, SEX, AGE, HEIGHT, NATIONAL ORIGIN OR  
DISABILITY**